

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
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MEMORANDUM

To: Child Care Providers

From: Office of Child and Family Services

Date: September 26, 2022

Subject: **Early Childhood Educator Workforce Salary Supplement Program & Provider Transition Grants' Open Registration**

The Department of Health and Human Services (DHHS) Office of Child and Family Services (OCFS) is pleased to announce registration is now open for the Early Childhood Educator Workforce Salary Supplement Program and the Provider Transition Grants. Registration for both programs are within one form and funds will be distributed at the same time each month.

Early Childhood Educator Workforce Salary Supplement Program

In April 2022, Governor Mills signed the supplemental budget which included salary supplements to increase the pay for early childhood educators employed in licensed child care facilities and family child care programs. The budget provides more than \$12 million in ongoing state General Fund dollars to increase pay for early childhood educators providing direct care to strengthen the Early Care and Education system across Maine.

- The first payments to the workforce will be issued in October 2022 and, as with the ARPA grant, these salary supplement payments must be paid directly to the early childhood workforce. These supplemental payments are required for all providers to receive and pass through to their eligible staff.
- In addition to the \$200 staff supplements, 7.65% additional funds will be added to cover the cost associated with the staff supplements in the providers' monthly payments.
- The Early Childhood Educator Workforce Salary Supplement Program will be administered by Maine's Department of Health and Human Services (DHHS) through the Office of Child and Family Services (OCFS)

Providers who have previously received ARPA Child Care Stabilization grant payments **WILL receive an email will receive a link and an access code to their personal registration form.** Providers will need to have the following information ready for all eligible staff to update their information in the registration form:

- Confirm program information within form is up to date,

- The names of all staff,
- The staff's individual email addresses, and
- The staff's career lattice level from Maine Roads to Quality (MRTQ).

Providers who have **NOT** previously received ARPA Child Care Stabilization grant payments will need to register for the program:

- Providers must be open and providing direct child care on a regular basis at the time of registration
- Programs must have a valid Vendor Code with OCFS
 - For information on Vendor Codes contact Vickie Bussey at (207) 624-7909 or Vickie.Bussey@maine.gov
- All programs must be active members in the Maine Roads to Quality
 - Register at [Home – MRTQ Registry](http://Home-MRTQRegistry.com) (mrtq-registry.org) or 1-888-900-0055 for assistance.
- Licensed programs must be active in the Quality for ME Quality Rating Improvement System (QRIS)
 - Apply for a [Quality for ME certificate at Quality Care](http://QualityforME.org) (qualityforme.org) or contact Vickie Bussey at (207) 624-7909 or Vickie.Bussey@maine.gov
- Additional information needed at time of registration:
 - License number
 - License capacity
 - QRIS Level
 - Your program's vendor code number
 - Program name
 - Program address
 - Program type
 - Owner/Director name
 - Owner/Director Email
- Providers will need to fill out the information for their program using this link https://apps.web.maine.gov/online/childcare_grants/provider/login

Upon submitting the program information, providers will receive an access code via email that will allow them to gain entrance to the Early Childhood Educator Workforce Salary Supplement Program.

Provider Transition Grants

Congress approved the American Rescue Plan Act (ARPA) (Public Law 117-2) signed into law on March 11, 2021. This included \$14.99 billion in supplemental Child Care and Development Fund (CCDF) Discretionary Funds. Maine received \$45.7 million of these Federal funds. OCFS will begin issuing Provider Transition grants for 8 months to licensed child care providers to help further stabilize and support child care in Maine.

OCFS will begin distributing the grants in October 2022 to licensed child care providers to help stabilize and support child care in Maine. The grants will be administered for 8-months;

- The first 4 months (September, October, November and December), programs will be eligible to receive \$50 per licensed capacity.
- The last 4-months (January, February, March and April) programs will be eligible to receive \$25 per licensed capacity. This support comes from the federal American Rescue Plan's supplemental Child Care and Development Fund (CCDF) Discretionary Funds.

The registration will be on a rolling basis. Those programs approved will only be required to apply once.

All licensed child care providers may register for the first installment of grants if they are providing direct child care by September 1, 2022. Future payments will be automatic.

The following link is to a webinar containing guidance and detailed instructions for how to complete the registration. Also below are the webinar's PowerPoint slides. Please review both the webinar and the slides carefully prior to beginning the registration.

https://video.maine.edu/media/Early+Childhood+Educator+Workforce+Salary+Supplement+Program+Webinar/1_19z3x0ek

The Early Childhood Workforce Wage Supplement program and the Provider Transition grant registration may be found here:

https://apps.web.maine.gov/online/childcare_grants/provider/login

Please visit the Early Childhood Educator Workforce Salary Supplement Program website at:

<https://www.maine.gov/dhhs/ocfs/provider-resources/early-childhood-educator-workforce-salary-supplement-program>

For questions or more information, please contact ECEWageProgram.DHHS@Maine.gov

Early Childhood Educator Workforce Salary Supplement Program

Diane Nicholson-Early Care and Education Specialist

Diane.Nicholson@Maine.gov

Department of Health and Human Services (DHHS)

Office of Child and Family Services (OCFS)



Early Childhood Educator Workforce Salary Supplement Program

Governor Mills' Supplemental Budget, enacted in 2022, included enactment of and funding for 22 MRSA §3737-A to implement a system of state-funded salary supplements to child care providers and early childhood educators who provide direct services in licensed family child care and facilities using \$12,000,000 State General Funds.

Information needed to complete Enrollment

If you have previously received the ARPA grant, the following information will be pre-populated into the ECE Workforce Salary Supplement program portal. You only need to verify it is correct.

- Child Care Provider first and last name
- Child Care Provider email address
- Child Care Provider mailing address
- Program Name
- Program License Number
- Program Type
 - Family child care
 - Small facility
 - Center based
- Program Vendor Code (VC) – Please enter vendor code

Note: If you received one or more of these payment types: OCFS CARES Act or CRRSA grant funding **and/or** Child Care Subsidy Program reimbursement, you have a VC.

Early Childhood Educator Workforce Salary Supplement Program Portal

You will receive an email with your OCFS Child Care Provider Credentials

Subject: OCFS Child Care Provider Credentials

Body: Your Child Care Provider Profile has been successfully created.

To Apply for the Wage Supplement Program or Provider Transition Grant,
please log in to the following URL using the License Number of your program
and the Access Code below.

URL: https://apps.web.maine.gov/online/childcare_grants/provider/login

Program Name: [Program Name]

Access Code: [Access Code]

Note: Please maintain this access code so that ongoing staffing updates can
be made after your initial submission.

IMPORTANT!!! Save your Access Code, you will need it to update your staffing information

Wage Portal Log On Screen



STATE OF MAINE

Department of
Health and Human Services

OCFS Child Care Provider Wage Supplement Program

This service will allow existing Maine childcare providers to add or edit information about current staffing levels and apply for the Wage Supplement program. Please enter the license number and access code for your program.

Please sign in

Enter license # →

← Enter Access Code

Sign in

The Access code will be emailed to you. **Please save your access code!**

Wage Portal Log On Screen

Maine.gov A secure, online service provided by the Maine Department of Health and Human Services



OCFS CHILD CARE PROVIDER WAGE SUPPLEMENT PROGRAM

User: Duckling Pond | [Home](#) | [Logout](#)

Edit/Update Application

Instructions:

1. Please update the **Staffing Info** section below to accurately list all eligible staff within your program.
2. You may choose to apply for the **Provider Transition Grant** in addition to the **Wage Supplement Program**
3. Click the **Save & Submit** button to submit your application(s).

Program Administrative Details

License Number: 516000
License Capacity: 12
QRIS Level: Step 1
CCSP Provider: No
Your Program's Vendor Code: VC1000015268
Program Name: Duckling Pond
Program Address: 123 Test Street
ZIP: 00000
Program Type: Family Child Care

Owner Director Info

First: Cher
Last: Miller
Email: dominic@informe.org

Staffing Info

First Name* Last Name* Email Address* MRTQ Career Lattice Level* [Remove](#)

[Add New Employee](#)

Application Types

- ☒ **Apply for Wage Supplement Program** (automatic enrollment)
☐ **Apply for Provider Transition Grant** (Check to opt-in)

Attestation

Wage Supplement Program Agreement

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the Act to Build a Child Care System by Recruiting Maine's Early Childhood Educator's Workforce (LD 1652). Per state law 22 MRSA §3737-A all funds received fall under the guidelines of maintaining program integrity. All funds received as staff bonuses will be paid directly to staff. Investigation and recovery of fraudulent payments and the right to impose sanctions implies.

- ☐ Yes, the information I provided is accurate

Save & Submit

Please confirm that program information is correct

Any changes can be submitted to
ECEWageProgram.DHHS@maine.gov

Wage Portal Log On Screen

Maine.gov A secure, online service provided by the Maine Department of Health and Human Services

User: Beach Rose | [Home](#) | [Logout](#)

Edit/Update Application

Instructions:

Please update the **Staffing Info** section below to accurately list all active staff within your program. Once completed you may **Save & Submit** to apply for the **Provider Transition Grant** and the **Wage Supplement Program**

Program Administrative Details

License Number: 652000
License Capacity: 12
QRIS Level: **Step 1**
CCSP Provider: Yes
Your Program's Vendor Code: vc0000000000
Program Name: Beach Rose
Program Address: 123 Test Avenue
ZIP: 00000
Program Type: Family Child Care

Owner Director Info

First: Ivy
Last: Ladner
Email: dominic@inform

Staffing Info

[Add New Employee](#)

Click "Add New Employee" and fill in required information. Add as many employees as necessary. Owners/Directors are eligible for the wage supplements.

Click on the boxes to agree to the attestations

Provider Transition Grant Agreement

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the American Rescue Plan Act (ARPA) (Public Law 117-2). Per federal law 45 C.F.R. §98.68 all CCDF funds received fall under guidelines of maintaining program integrity. Investigation and recovery of fraudulent payments and the right to impose sanctions applies.

☐ Yes, the information I provided is accurate

Wage Supplement Program Agreement

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the Act to Build a Child care System by Recruiting Maine's Early Childhood Educator's Workforce (LD 1652). Per state law MRSA §3740-A all funds received fall under the guidelines of maintaining program integrity. All funds received as staff bonuses will be paid directly to staff. Investigation and recovery of fraudulent payments and the right to impose sanctions implies.

☐ Yes, the information I provided is accurate

Save & Submit

Wage Portal Log On Screen

Maine.gov A secure, online service provided by the Maine Department of Health and Human Services



OCFS CHILD CARE PROVIDER WAGE SUPPLEMENT PROGRAM

User: Beach Rose | [Home](#) | [Logout](#)

Edit/Update Application

Instructions:

Please update the **Staffing Info** section below to accurately list all active staff within your program. Once completed you may **Save & Submit** to apply for the **Provider Transition Grant** and the **Wage Supplement Program**

Program Administrative Details

License Number: 652000
License Capacity: 12
QRIS Level: Step 1
CCSP Provider: Yes
Your Program's Vendor Code: vc0000000000
Program Name: Beach Rose
Program Address: 123 Test Avenue
ZIP: 00000
Program Type: Family Child Care

Owner Director Info

First: Ivy
Last: Ladner
Email: dominic@informe.org

Staffing Info

Name: Sally Parks
Email: Sparks@email.com
MRTQ Level: 0

Your
registration
is complete and
pending Department
approval.

Your application is pending and at this time no edits can be made.

[Logout](#)

Information needed to complete Enrollment

- ***IF*** you have never received an ARPA grant payment, you will need to register at <https://appengine.egov.com/apps/me/dhhs/arpagrant> by entering the following information:
 - Child Care Provider first and last name and email address
 - Child Care Provider mailing address
 - Program Name (EX: Certificate of Licensure, see next slide)
 - Program License Number (EX: Certificate of Licensure, see next slide)
 - Program Type (EX: Certificate of Licensure, see next slide)
 - Family child care
 - Small facility
 - Center based
 - Program Vendor Code (VC) – Please enter vendor code

Note: If you received one or more of these payment types: OCFS CARES Act or CRRSA grant funding **and/or** Child Care Subsidy Program reimbursement, you have a VC.

Program Eligibility Requirements

Program eligibility will be based on the following factors:

- Programs **must** be open and providing direct child care on a regular basis at time of the application
- Programs **must** have a valid Vendor Code with OCFS
- Licensed programs **ONLY** are eligible
- Programs **must** be active in the *Quality for ME* Quality Rating Improvement System (QRIS)
- All owners, directors, and staff **must** have completed the State approved health and safety training within 90 days of hire

Licensed Providers Only



STATE OF MAINE

Department of Health & Human Services

Certificate of Licensure

Program Type ..- ...▶ CHILD CARE FACILITY or Family Child Care Provider

This is to certify that the licensed entity named below is hereby granted this License in accordance with Maine law.

Issued to:

Program Name and
Address are Found Here

10.#: License Number - 6 digits

TYPE: ELT

ISSUED TO: 05/09/019 TO 05/09/021

CHILD CARE

CAPACITY 49 AGI O - 12 SEX Both

Capacity shown here
determines Small Facility
(12 and under) or Center-
based over 12)

Commissioner Department of Health & Human Services

STATE RULES REQUIRE THAT THIS LICENSE/CERTIFICATE BE CONSPICUOUSLY POSTED AT THE FACILITY AT ALL TIMES.
THIS DOCUMENT IS NON-TRANSFERRABLE.



Maine DHHS OCFS Child Care Provider - Create Profile

Please Read Before Continuing:

If you previously applied for the APRA / Child Care Stabilization Grant you do not need to complete this form. Doing so may delay the approval process. Previous applicants will be provided with an Access Code to login and apply for the Wage Supplement Program and Provider Transition Grant which can be found at the following URL: https://apps.web.maine.gov/online/childcare_grants/provider/login

Notice for New Applicants: If you did not previously apply for the APRA/ Child Care Stabilization Grant please complete the following form. After submitting you will be provided with an Access Code to apply for the Wage Supplement Program and Provider Transition Grant. Once you receive your access code make sure to save a copy so that you can make ongoing updates to staff changes after your initial submission.

Providers with multiple facilities must complete separate applications for each site.

Program Administrative Details

License # *

Enter the 6-digit number of your program as listed on your child care license/resource ID as found on CCSP billing.

Program Registration

License Capacity*

Please restrict your answer in this field to numbers only.

QRIS Level*

Please select an option

CCSP Provider?"

☐ Yes

☐ No

Your Program's Vendor Code*

Please **Note:** If you do not have a vendor code you will have to fill out the vendor application form before you are able to apply for the stabilization grant.

Enter the name of your program as listed on your child care license (CCSP licensed exempt non relative provider name only) *

Program Address*

Program Address2 (If Applicable)

Program City *

Program Registration

Program State •

Please select an option

v

Program Zip Code •

Your Program Type •

Please select an option

v

Owner / Director Information

Please list the First and Last Name of the individual completing this application below.

First Name*

Last Name

Email Address •

Race of the director or owner**

Please select an option

Program Registration

Operating Details

Is your program currently open and providing direct care to children on a regular basis?"

O Yes

Q No

If no, are you temporarily closed due to COVID-19? (please include comments about closure if this is applicable)

What was your program's average weekly enrollment (or attendance) in February 2020 (pre-COVID)?"

If this is not applicable to your program please list "N/A" in this field.

What is your program's average weekly enrollment (or attendance) currently?"

Please restrict your answer in this field to numbers only.

Your program's estimated current total monthly expenses (all costs)? "

Please restrict your answer in this field to numbers only.

Program Registration

What is your planned Use of the funds? (Check all that apply)"

- ☐ Relief from Parental Copayment/Tuition (non-CCSP)
- ☐ Personnel Costs.
- ☐ Rent/Utilities/Facilities/Maintenance/Insurance
- ☐ Personal Protective Equipment/Cleaning/Equipment/Sanitization Supplies or Services
- ☐ Goods or Services
- ☐ Mental Health Services
- ☐ Paying Past Expenses
- ☐ Minor Renovations as Approved by CCDF Rule 98.2

How many staff (including self) do you currently have employed per Maine Roads to Quality active membership (excludes volunteers)?"

Please restrict your answer in this field to numbers only.

Does your program provide care during non-traditional hours (between the hours of 6PM and 6AM and/or weekends)?"

☐ Yes

☐ No

CONTINUE TO REVIEW >

Early Childhood Educator Workforce Salary Supplement Program Portal

You will receive an email with your OCFS Child Care Provider Credentials

Subject: OCFS Child Care Provider Credentials

Body: Your Child Care Provider Profile has been successfully created.

To Apply for the Wage Supplement Program or Provider Transition Grant,
please log in to the following URL using the License Number of your program
and the Access Code below.

URL: https://apps.web.maine.gov/online/childcare_grants/provider/login

Program Name: [Program Name]

Access Code: [Access Code]

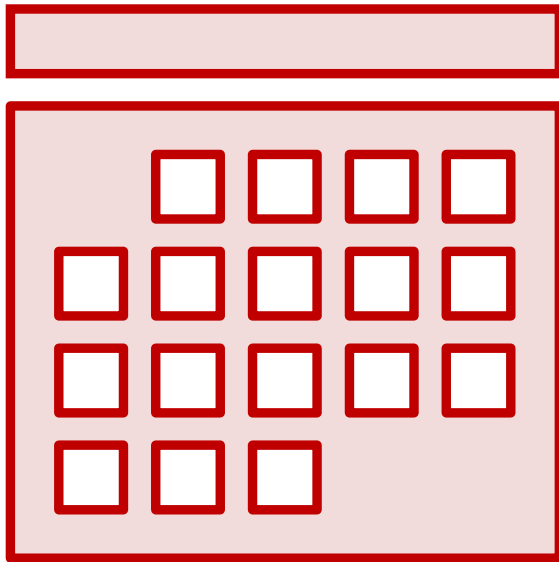
Note: Please maintain this access code so that ongoing staffing updates can
be made after your initial submission.

IMPORTANT!!! Save your Access Code, you will need it to update your staffing information

All Registrants Must...

- Complete and submit the registration by midnight on the last day of each month to be eligible for funds. **Note:** No extensions or exceptions given.
- Complete a separate application for each location; if more than one.
- Have an accurate Vendor Code on file. **Note:** If you received one or more of these payment types: OCFS CARES Act or CRRSA Grant funding **and/or** Child Care Subsidy Program reimbursement, you have a vendor code.
- Retain, for a minimum of five (5) years for audit purposes, receipts and records related to how funds are used by you (the provider).
- Participate in audit and subrecipient monitoring at the request of the Department.

IMPORTANT



- Programs must maintain correct staff lists in MRTQ *and* the ECE Workforce Salary Supplement Program portal by logging in and making corrections as needed.
- If a program needs to update any other information (i.e. Licensed capacity, payment address, etc.) they can email the updates to:
ECEWageProgram.DHHS@maine.gov

Workforce Eligibility Requirements

Workforce eligibility requirements will be based on the following factors:

- Employed by an eligible child care program
- Registered and “Active” in the Maine Roads to Quality (MRTQ) registry
- **Must** have completed the State approved health and safety training within 90 days of hire
- Provides direct care to children

Monthly Payments

Staff Supplements will be paid directly to the licensed program

- \$200 per staff per month and funds **must** be paid directly to staff (same for part- or full-time staff)
- For the purposes of the OCFS ECE Workforce Salary Supplement Program, staff eligible to receive the staff supplements are those staff that are providing direct care to children, owners, and directors. Volunteers are **not** eligible.
- Staff supplements funds **are** taxable income
- Staff supplements funds will include administrative costs of 7.65%

Attestation

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the Act to Build a Child Care System by Recruiting Maine's Early Childhood Educator's Workforce (LD 1652). Per state law 22 MRSA §3737-A all funds received fall under the guidelines of maintaining program integrity. All funds received as staff bonuses will be paid directly to staff. Investigation and recovery of fraudulent payments and the right to impose sanctions implies.

☐ Yes, the information that I provided is accurate.

Provider Transition Grant Introduction

Congress approved the American Rescue Plan Act (ARPA) (Public Law 117-2) signed into law on March 11, 2021. This included \$14.99 billion in supplemental Child Care and Development Fund (CCDF) Discretionary Funds. Maine received \$45.7 million of these Federal funds. OCFS will begin issuing Provider Transition grants for 8 months to licensed child care providers to help further stabilize and support child care in Maine.

- For the months of October, November, December and January eligible programs will receive \$50 per licensed slot
- Then for an additional 4 months eligible programs will receive \$25 per licensed slot beginning in February
- Applications will be accepted through the ECE Workforce Salary Supplement Program portal

Provider Transition Grant Introduction – con't

- Grant funds are considered taxable income. Programs and/or individuals should contact their financial professional/accountant for questions regarding state and federal tax.
- Grants will be provided through a one-time application. Providers who do not complete the application by the monthly deadline or are newly licensed after each monthly installment of the grant will be eligible to apply for future payments.
- The registration will be on a rolling basis. Those programs approved will only be required to apply once.

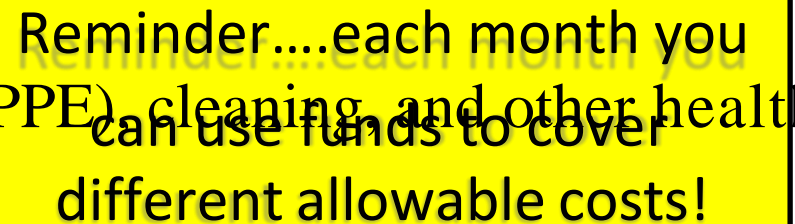
Provider Transition Grant Introduction – con't

- All licensed child care providers may register for the first installment of grants if they are providing direct child care by September 1, 2022. Future payments will be automatic.
- These funds are intended to be used in accordance with the guidelines set forth under the ARPA stabilization grant. Please view those guidelines here:
- The following link is to a webinar containing guidance and detailed instructions for how to complete the registration. Also below are the webinar's PowerPoint slides. Please review both the webinar and the slides carefully prior to beginning the registration.
https://video.maine.edu/media/ARPA%20Webinar%20Recording/1_2dax53ys

Guidance for Grant Spending

Grant funds are intended to cover COVID-related costs for the following:

- **Increased costs of staff recruitment, hiring, and retention including, but not limited to, staff sign-on bonuses, current staff bonuses, increased wages, hazard pay or back pay from March 11, 2021**
- Rent, utilities, facilities maintenance, and insurance
- Reduction in family cost (i.e. registration fees, weekly child care cost for private pay parents)
- Reduction in capacity
- Personal protective equipment (PPE), cleaning, and other health and safety needs



Reminder....each month you can use funds to cover different allowable costs!

Guidance for Grant Spending - cont'd

- Additional administrative expenses due to COVID-19
- COVID-19 testing and contact tracing
- Additional food cost due to COVID-19
- To prevent hardship due to closings in response to positive cases of COVID within programs or decreased enrollment
- Grant funds may be used to support staff not eligible for the staff supplements
- Equipment and supplies
- Goods and services
- Mental health services
- Paying for past expenses

Attestation

By checking the box below, you are attesting to the fact that the information provided is true and accurate at the time of completion. Any funds received must be used in accordance with the American Rescue Plan Act (ARPA) (Public Law 117-2). Per federal law 45 C.F.R. §98.68 all CCDF funds received fall under guidelines of maintaining program integrity. All funds received as staff bonuses will be paid directly to staff. Investigation and recovery of fraudulent payments and the right to impose sanctions applies.

☐ Yes, the information that I provided is accurate.

CRITICAL – CRITICAL - CRITICAL

If you discover you were overpaid, please contact Diane Nicholson at
Diane.Nicholson@maine.gov

- Explain overpayment amount
- Reason for the overpayment

You will then send a check made out to “Treasurer, State of Maine” to:

Department of Health & Human Services
Office of Child & Family Services
2 Anthony Avenue
11 State House Station
Augusta, Maine 04333-0011

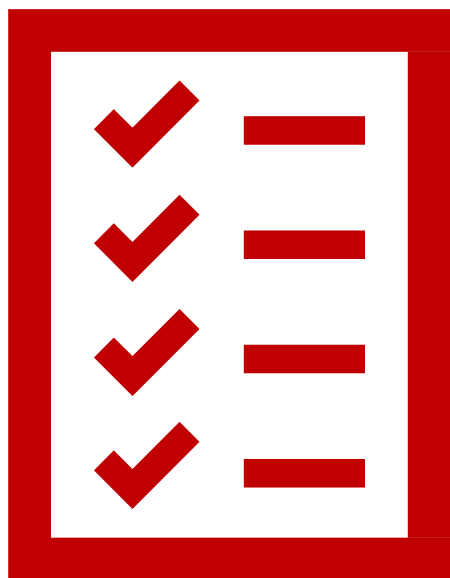
Attention: Diane Nicholson

Monthly Update Deadlines

- ☐ Please email any changes by the last day of the month.
- ☐ Please do not claim 1 employee at 2 different sites. This will result in an overpayment!
- ☐ Do not let your license expire...you will NOT receive funding until it is restored.
- ☐ Do Not forget to update both MRTQ and the Early Childhood Educator Workforce Salary Supplement Program Portal

AUDIT INFORMATION

OCFS will be conducting monthly audits of providers.



Each month, OCFS will be reviewing randomly drawn providers to ensure that programs are in compliance with the rules of this program. Details will follow on the audit process and requirements

Contact Information

- Questions or to apply for a Vender Code with OCFS, contact Vickie Bussey at (207) 624-7909 or Vickie.Bussey@maine.gov
- Maine Roads to Quality Registry at [Home - MRTQ Registry \(mrtq-registry.org\)](http://Home-MRTQRegistry(mrtq-registry.org)) or 1-888-900-0055 for assistance.
- To complete the State approved health and safety training within 90 days of hire. [Online Training - MRTQ Registry \(mrtq-registry.org\)](http://OnlineTraining-MRTQRegistry(mrtq-registry.org))
- Roads to Quality Professional Development Network Director of Record (DoR) Access Requirements. Please contact Pamela Prevost at pamela.prevost@maine.edu or Eric Norgaard at eric.norgaard@maine.edu for additional information.
- Early Childhood Educator Workforce Salary Supplement Program website: [Early Childhood Educator Workforce Salary Supplement Program | Department of Health and Human Services \(maine.gov\)](http://EarlyChildhoodEducatorWorkforceSalarySupplementProgram|DepartmentofHealthandHumanServices(maine.gov))



Questions?

For more information or questions, please contact

ECEWageProgram.DHHS@Maine.gov

